



SECRETARIAT GENERAL FOR THE AEGEAN AND ISLAND POLICY COORDINATION COMMITTEE

According to the Joint Decision of Minister of Interior Policy and Administrative Reconstruction and Minister of Marine and Island Policy (Government Gazette 114 / B/28-1-2016) a Coordination Committee has been established in order to register, coordinate and evaluate the Non-Governmental Organizations (NGOs), Voluntary Groups and independent volunteers who are active on Lesbos island.

The Committee constitutes of the following members:

- The General Secretary for Aegean and Island Policy as coordinator, replaced in case of absence by the General Director of the Secretariat.
- The Mayor of Lesbos as member
- The Head of Port Authority of Lesbos as member
- The Head of the Police Authority of Lesbos as member
- The representative of General Secretary of Population and Social Cohesion as member
- The President of Medical Society of Lesbos as member

The Committee has the following activities :

- **Registration**, identification and accreditation of all NGOs and independent volunteers who are active on Lesbos Island in order to cope with the problems that have arisen by the refugee- migration flows.
- **Evaluation - accreditation** of NGOs according to the submitted documents (legal documents, statutes e.t.c.).
- **Organization** of NGOs /Volunteers' work according to the demands of the refugee-migration flows. Only certified NGOs/Volunteers will be accepted to the Official List of Volunteers.
- **Classification** of NGOs/Volunteers according to their type of actions, location of services provided.
- Continual **Coordination** and inspection of NGOs and independent volunteers' activities.
- **Provision** of information to NGOs /Volunteers regarding their obligation to register and have their actions approved

REQUIRED DOCUMENTS - SUBMISSION:

You can find and download all the forms provided by the Ministry of Interior and Administrative Reconstruction, from the website www.ypai.gr (GENERAL SECRETARIAT FOR THE AEGEAN AND ISLAND POLICY) and fill them in Greek or English. Data concerning the title, name and surname e.t.c., should be in capital print.

NGOs and Voluntary Groups should fill and submit in digital form (e-mail) the following¹:

- **ORGANIZATION PROFILE form** (in word file) supported by any necessary documents in pdf files
- NGOs/Voluntary Groups should submit for each personnel member a recent **photo** in digital form (jpg file 400w x 600h pixels) labeled with the person 's name.

All the above digital files should be included in a zip file, named with the NGO/Voluntary Group name. The zip file size should not exceed 10MB.

Independent Volunteers should fill and submit in digital form (e-mail) the following:

- **PERSONAL PROFILE form** (in word file) supported by any necessary documents in pdf files
- A recent **photo** in digital form (jpg file 400w x 600h pixels) labeled with his/her name

All the above digital files should be included in a zip file named with the Volunteer's name. The zip file size should not exceed 10MB.

You should submit the zip files to semko@ypai.gr and request a read report.

In case you encounter technical problems in file submission you may store and deliver it via other means (USB stick, CD, DVD e.t.c.) to Coordination Committee' s Office.

If not possible to submit digitally your application form by e-mail, you can alternatively hand it into the Coordination Committee offices (Monday to Friday 09:00-14:00) at GENERAL SECRETARIAT FOR THE AEGEAN AND ISLAND POLICY (Mikras Asias 2 - Mytilene) or call 2251350241-4 , Fax. 2251047424 or mail to infosemko@ypai.gr

For more information you can call 2251350241-4 (Monday to Friday 09:00-14:00) , Fax. 2251047424 or mail to infosemko@ypai.gr

This process WILL NOT RESTRAIN the current NGOs and Voluntary Groups activity during registration, identification and accreditation procedures.

Soon upon receipt of your application you will be provided with a temporary acknowledgement document under a unique reference number and date. Accreditation will be provided upon completion of the procedure.

NGOs/Voluntary Groups and Independent Volunteers must update their data on a monthly basis and report them to e-mail semko@ypai.gr .

¹ Coordination Committee has the right to ask for the printed version of the submitted documents